

Reporting Requirements: Councils of Government, Regional Planning Commissions or Similar Regional Planning Agencies

Texas Local Government Code, Chapter 391, requires regional planning commissions, councils of governments, or similar regional planning agencies to submit the following information to the State Auditor's Office:

Required Information	Texas Local Government Code Reference	Common Source of Information
Amount and source of revenues	Section 391.0095 (a)(1)	Annual financial report (audited)
Amount and source of expenditures	Section 391.0095 (a)(2)	Annual financial report (audited)
Explanation of method used to compute expenses/indirect cost plan/certification	Section 391.0095 (a)(3)	Indirect cost plan/methodology/certification
Productivity and performance during reported period	Section 391.0095 (a)(4)	Annual budget, annual report, performance report
Projected productivity and performance for next annual reporting period	Section 391.0095 (a)(5)	Annual budget, annual report, performance report
Results of annual audit and the annual financial report	Section 391.0095 (a)(6)	Annual financial report (audited)
Report of assets disposed of	Section 391.0095 (a)(7)	Separate reports
Any other report or audit	Section 391.0095 (c)	Various reports
Salary schedule	Section 391.0117 (e)	Separate reports (due 45 days before the start of the fiscal year for which the salary schedule is in effect)

It is important to note that Texas Local Government Code, Section 391.0095 (d), requires the State Auditor's Office to report to the Office of the Governor when a regional planning commission, council of governments, or similar regional planning agency does not submit any of the required documents.

We encourage all councils of governments, regional planning councils or similar regional planning agencies to e-mail electronic versions of the required information to SubmitReports@sao.state.tx.us. If documents containing the required information are posted to your Web site, we ask that you still submit electronic versions to SubmitReports@sao.state.tx.us.

If you are unable to submit electronic versions of required information, you may mail hard copies to:

The State Auditor's Office
Attn: Reports
P.O. Box 12067
Austin, TX 78711-2067

If you have any questions, please contact the Records Administrator, at (512) 936-9500 or SubmitReports@sao.state.tx.us.

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